

Department Administrator

This position is responsible for the execution of all administrative and support functions for the Administrative Services and Information Technology departments (50% shared with both). Requires a high degree of skill, initiative, organization and reliability. Must have the ability to rapidly acquire knowledge of the departments and the ability to work in environments that require a high degree of confidentiality.

This position will interact with departmental staff and all levels of management to fulfill their day to day responsibilities so it is important to possess excellent communication, time management, organizational and interpersonal skills. The ability to multitask will be important.

Responsibilities include performing general administrative functions for the staff, e.g., making copies, handling incoming and outgoing mail, filing and coordinating flow of paper work and taking and relaying department phone calls and messages. Perform other special assignments and special projects as directed by the department Directors. Assisting Directors in managing off-site records storage inventory records, tracking, and maintenance, and with electronic scanning of documents as needed. Maintaining the department's Outlook calendar and coordinate timely submissions of all required reports.

Education & Experience Requirements:

High school education or GED required, with at least two years of related administrative work experience. Information Systems Technology experience a plus. Equivalent levels of college course work or secretarial training can serve in lieu of work experience. Excellent administrative and communication skills. Proficiency in Microsoft Word, Excel and PowerPoint. Executive prior work experience a plus. This position places heavy emphasis on attention to detail, communications, coordination, teamwork, and quality of work performance.

Excellent benefits package, including 401 (k); immediate vesting.

To apply, submit resume to: <https://home2.eease.adp.com/recruit/?id=19225162>

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